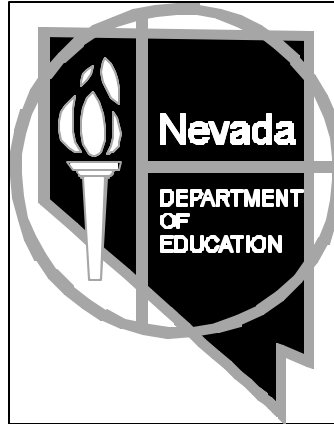


NEVADA

HIGH SCHOOL PROFICIENCY EXAMINATION



Test Administrator's Manual

HSPE November Retest

2008-09 School Year

Supplement to Procedures for the Nevada Proficiency Examination Program

For use with reference **ONLY** to the
Nevada High School Proficiency Examination (HSPE) Retest
in Mathematics and Reading

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Test Administrator's Checklist

Before Testing

- _____ Attend the test administration refresher training at your school and discuss any questions that you may have.
- _____ Read all directions for test administration in this manual and any additional handouts used in the test administration refresher training.
- _____ Know your five-digit school code for accurate student demographic coding.
- _____ Obtain student rosters and sign-in sheets from your School Test Coordinator (STC). (Your STC must verify student grade prior to testing.)
- _____ Obtain any necessary IEP, LEP, or Section 504 Accommodation information from the student's case manager or your School Test Coordinator.
- _____ Obtain all necessary materials for test administration.
- _____ **Be sure that the correctly labeled answer document is given to each student.**
- _____ **Be sure that students testing in multiple content areas use the same answer document for all subjects.**
- _____ Check Student ID against the class roster during student check-in and obtain student signatures.
- _____ Students may NOT bring electronic devices into the testing session and no personal belongings are allowed on the desk or table tops. Students must store backpacks/personal belongings in the rear of the testing room.

During Testing

- _____ Post a "Testing" sign on your classroom door.
- _____ Follow the script in this manual **verbatim**.
- _____ Provide accommodations as outlined in the students' IEP, LEP, or Section 504 Accommodations Plan.

- _____ Students who do **NOT** have an IEP, LEP, or Section 504 Accommodations Plan must test under **regular conditions** and may **NOT** use
 - calculators,
 - dictionaries, or
 - reference materials or other instructional aids.
- _____ Students must **NOT** be left unattended with test materials.
- _____ **Circulate throughout the room and actively monitor students during testing. Check to ensure that students are bubbling responses in the correct content area test section of the answer document. Check that students are not accessing personal materials during testing.**
- _____ Students may **NOT** receive assistance with test questions.
- _____ Test questions may **NOT** be translated into another language.
- _____ Provide additional time for testing for students working productively. Follow the school's plan for orderly transition from one testing situation to another.
- _____ Do **NOT** read, review, copy, reproduce, or take notes on test items. **Disclosure of test content is strictly prohibited by state law.**

After Testing

- _____ Check each test booklet for an answer document and scratch paper, remove from the test booklet, and sort accordingly.
- _____ **Collect and log in all materials—test booklets (used and unused), scratch paper, pencils, etc. Students are to leave the room with only their personal belongings.**
- _____ Before students leave the testing room, ensure that the numbers of test booklets, answer documents, and scratch paper collected are identical to the quantities that were handed out prior to testing.
- _____ Follow your school's procedures for sorting test materials and return them to your School Test Coordinator.
- _____ **Report any testing irregularities immediately to your School Test Coordinator, Principal, or District Test Director.**

Test Administration Procedures and Security

Test Administrators involved in the administration of the High School Proficiency Examination (HSPE) Retest must be trained annually in the instructions regarding preparation for testing, handling of test materials, and test security.

Each Test Administrator must acknowledge in writing that he/she has read and understands all information provided by the Nevada Department of Education related to proper test administration and test security, and understands the potential consequences for failure to comply with the state and district test security plans.

Time Requirements

The HSPE Retest is intended to be a measure of student proficiency rather than speed. Students who are working productively must be given time to complete the test.

Each content area test has two parts. Most students should complete an individual part of the test in approximately 60 minutes; however, some students will need more time. To accommodate these students follow your school's plan for this situation.

Providing Additional Time

At the end of the scheduled testing session, classroom test administrators and/or proctors must collect all materials, ask students requiring more time to remain seated, and excuse students who have completed the test. Return materials to the remaining students and provide whatever time is necessary for each student to complete the test as long as he/she is working productively. Those students that remain, including students who test with accommodations, are not to be given a break to leave the room for any reason and must not be allowed to return at a later time to complete their tests.

If students who need more time must move to another location in the school, the school test coordinator must develop a procedure that maintains the security of the test materials, does not allow students to receive any assistance with the test, and does not provide an opportunity for student interaction.

Administration Procedures

Test Administrators should read and understand these administration procedures thoroughly before testing begins. The adherence to procedures will ensure uniformly favorable testing conditions.

Helping Students: The Test Administrator must maintain an impartial and professional attitude. Students are to receive no help during the administration of the test beyond making certain that they understand test directions. School officials/personnel who offer/provide inappropriate assistance to students can face severe consequences including suspension or revocation of teaching licenses. (NRS 391.330)

Monitoring Students: Test Administrators must circulate throughout the testing room to make certain students are bubbling responses in the correct subject section of the answer document. **Students must never be left alone with test materials.**

Talking: Students are not allowed to discuss the test(s) with anyone.

Cheating: Any instances of cheating must be handled in a manner consistent with school district and school policies. Answer documents for students who cheat must be submitted as invalidated tests. All instances of cheating require submission of a *Report of Testing Irregularity* form by the School Test Coordinator.

Students Who Finish Early: Students may bring **books or other reading materials** to occupy their time if they finish early. These materials must be stored away from desks.

Security of Testing Materials: Test Administrators are responsible for collecting all test materials at the end of the testing period and returning the materials as instructed to the Test Coordinator.

An Appropriate Testing Environment

Test Administrators are to create an appropriate testing environment for each student taking the test.

All students should have the opportunity to test under the same conditions.

Students may use **only** materials and/or supplies that are specified in this manual or provided with the test booklet for a **specific** test.

Students may not have access to personal materials while testing, and test administrators should arrange to have the permissible materials available for distribution to students prior to testing.

Scratch paper may **only** be plain unlined, lined, or grid-only (unlabeled) graphing paper. No other pre-printed material is permitted on the front or back except for student identification information.

Prior to and during testing, the Test Administrator must follow the script provided in the test administrator's manual and cannot provide additional assistance or direct the students' attention to any materials in the room for the purpose of enhancing test performance.

Because testing environments can affect students' scores, the following procedures are provided for planning favorable testing environments:

Size of Testing Sessions: Smaller testing sessions (approximately 30 students) provide better test conditions.

The Room: A room that is free from distractions and has adequate light, ventilation, and heating or air conditioning.

Seating: Seating must be arranged to minimize the possibility of students communicating with each other either verbally or visually.

Materials on Walls: Place-value number lines, charts, or posters that provide specific factual information (e.g., multiplication charts, hundreds charts, fraction-decimal-percent equivalency charts) that could assist students in computation, answering questions regarding facts, or problem solving on the math sections of an assessment must be removed or covered with blank, opaque material.

Materials on Desks: Student desk/table tops must be cleared of any material not specified in this manual. Material that is affixed to desk tops must be covered with blank, opaque material.

Devices Not Allowed: Electronic devices of any kind are not allowed, unless specified in a student's IEP or Section 504 plan. Students are not to wear headphones, nor are they allowed to have electronic communication or imaging devices, portable media players, hand-held computers (e.g., cell phones, pagers, cameras, hand-held scanners, iPods, or PDAs), calculators (unless specified in a student's IEP), or any other electronic devices.

Permissible Materials for Use by Students During Testing

Materials that are *required* for any questions will be provided. Additional *permissible* materials are listed below for students who are accustomed to using them for instruction. **BECAUSE STUDENTS MAY NOT HAVE ACCESS TO PERSONAL MATERIALS DURING TESTING**, test administrators should arrange to have these materials available for those students who desire to use them.

Reading Materials: Students may use blank lined or unlined scratch paper. No material may be pre-printed on the front or back of the scratch paper other than student identification information.

Students must use No. 2 pencils on their answer documents. Highlighters and colored pens or pencils are permitted for purposes of text marking. Blank post-it notes—free of text, numerals, graphics, or characters—are allowed.

Mathematics Materials: Scratch paper may **only** be plain unlined, lined, or grid-only (unlabeled) graphing paper. No other pre-printed material is permitted on the front or back except for student identification information.

Students must use No. 2 pencils on their answer documents. Highlighters and colored pens or pencils are permitted for purposes of text marking.

Accommodations for Students with Special Needs

The Test Administrator, together with the School Test Coordinator, must ensure that all students with special needs receive appropriate accommodations.

Accommodations are available for students who have an IEP, are LEP, and those covered by a Section 504 Accommodations Plan. For information on testing students with special needs, please see *Procedures for the Nevada Proficiency Examination Program 2008–2009, Students with Special Needs*.

Testing Irregularities

Test Administrators should immediately report any testing irregularities to their School Test Coordinator. A testing irregularity is any occurrence that may influence a student's performance. Examples of testing irregularities include, but are not limited to, the following:

- A student is observed cheating during the testing session
- A teacher or another adult provides improper assistance to student
- Testing accommodations specified in a student's IEP, LEP, or Section 504 Accommodations Plan, are not provided
- A student is provided an accommodation that is not specified in the student's IEP, LEP, or Section 504 Accommodations Plan
- An excessive disturbance or disruption occurs during the testing session
- A student's test booklet or used answer document is missing
- Unused/unassigned test booklet is missing

Invalidation of Test Scores

Failure to strictly adhere to consistent and uniform test administration procedures may result in the invalidation of student scores.

Students with invalidated scores resulting from a test administration or test security irregularity **will** be counted as participating in the assessment; however, they will be counted as non-proficient for AYP purposes.

To indicate that a student's test score is invalidated, fill in the **INV** bubble on the answer document.

ANSWER DOCUMENTS FOR ABSENT STUDENTS MUST NEVER BE INVALIDATED.

Handling of Test Materials

Test Administrators must “sign out” and “sign in” each test booklet issued and returned on each day of test administration. A *School Security Checklist* has been provided to assist in this process. The School Test Coordinator will provide you with the following testing materials:

- This *Test Administrator's Manual*
- Mathematics and reading test booklets
- Answer documents (Note: each student should use only a single answer document to complete the mathematics and reading tests.)
- A supply of No. 2 pencils with erasers
- Blank scratch paper

All required materials should be provided at the testing location and collected from each student before they are allowed to leave the room.

Test Security

The following steps must be taken by school district and individual school personnel to safeguard the security of materials required for test administration:

1. Locked, secure storage **must** be provided for all secure test materials, including test booklets and completed answer documents.
2. The locked room or file cabinet used for the storage of materials must not be accessible to anyone other than the Principal or School Test Coordinator.
3. Test booklets must not be distributed to those administering the examination until the prescribed date for test administration.

4. Do **NOT** read, review, copy, reproduce, or take notes on test items. **Disclosure of test content is strictly prohibited by state law.**
5. Test booklets must not be copied or reproduced by any means without the prior written authorization of the test publisher and the Nevada Department of Education.
6. Administration of the HSPE Retest examination to a person who is not eligible to take that examination is an unauthorized disclosure of test content. (NRS 389.015)
7. **A log identifying the serial numbers of test booklets must be maintained for each transfer of test booklets from one individual to another (including distribution to students).**
8. At least one Test Administrator and one proctor should be present at the testing site to adequately supervise testing. A ratio of one class test administrator to not more than 30 students is strongly recommended.
9. At no time should students be left unattended with test materials.
10. All required materials must be provided at the testing location.
11. Additional materials, beyond those specified in test administration instructions, or approved by an IEP committee, must not be provided to students for use during a test administration.
12. The Test Administrator must account for all test materials, including test booklets, student answer documents, and other test materials (including scratch paper) before students are allowed to leave the testing area for any reason.
13. Upon completion of testing, Test Administrators must return testing materials to the School Test Coordinator in a timely manner and no later than the end of the school day on which the test(s) is/are administered. If testing will take place over a period of more than one day, all testing materials must be returned to the School Test Coordinator at the end of each school day and picked up again in the morning of the next testing day, unless otherwise specified in the administration manual.

Sample School Security Checklist



50 Education Way
Dover, NH 03820

NEVADA Student Assessment Program

School Security Checklist

Ship To:

| | | | |
|----------------|---|----------|---------------------------|
| MP Ship Code: | 00000000105291 | | Date Packaged: |
| Contract: | Contract Name: Nevada HGPPE Contract | | Administration: |
| County Code: | County Name: | SI Code: | Superintendent Unit Name: |
| District Code: | District Name: | | |
| School Code: | School Name: | Grade: | Enrollment: |

Distribution from the School Test Director (STC) to the Test Administrator(s) (TA)

School Test Directors: Each day of testing, the TA must initial the "OUT" column when receiving secure test materials. Each day following testing, the STC must initial the "IN" column when the TA returns the Secure Materials. When the Secured Materials are packaged for return, the STC (or designated person) must initial the "PACKAGED FOR RETURN" column. Comments may be written along the margins.

| Description | | Qty Shipped | |
|---------------------------|--------------------|--------------------|--------------------|
| Mathematics Test Booklets | | 3 | |
| Booklet Numbers | Test Administrator | DAY 1 OUT TA | DAY 1 IN STC |
| 30571 | | | |
| 30570 | | | |
| 30569 | | | |

| Description | | Qty Shipped | |
|-----------------------|--------------------|--------------------|--------------------|
| Reading Test Booklets | | 3 | |
| Booklet Numbers | Test Administrator | DAY 1 OUT TA | DAY 1 IN STC |
| 27437 | | | |
| 27436 | | | |
| 27435 | | | |

Sequentially ordered test books within class-packs, separated by content area

I verify that all materials have been returned and that test security procedures have been followed.




Principal's Signature

Date

MP Ship Code: 00000000105291

Page: 1

Sample Test Book Cover

| | | |
|---|--|---|
|  | <div>Student Name (Please Print)</div> <div>School</div> <div>District</div> | <div>GRADE H Mathematics</div> <div>Nevada</div> |
| <h1>HIGH SCHOOL PROFICIENCY EXAM</h1> | | |
|  | | |
| <div>Form</div> | | |
| <small>All rights reserved. No part of the contents of this examination may be reproduced or disclosed without the written permission of the Nevada Department of Education under penalty of law (NRS 389.015 and NAC 389).</small> | | |
|  | 50450 | |
| Unique Variable Barcode | Last 5 digits of the variable barcode that appear in sequential order on the School Security Checklist . | |

Test Administration Instructions

The Test Administration Instructions apply to both content area tests – Mathematics and Reading.

Check with your School Test Coordinator to ensure that you are administering the correct content area test scheduled for that day.

There are three separate sets of instructions to follow in sequence for administering a test. These instructions are:

1. **Instructions for Students to print Name on Test Booklet;**
2. **Instructions to Read Aloud the Test Directions to Students; and,**
3. **Instructions for a Monitored Rest-Break given to Students.**

Each set of instructions provide **Instructions for Test Administrator** (these instructions are to read privately by test administrator) and scripted ***Read Aloud Instructions to Students*** (these instructions are in italics and to be read aloud).

The **Instructions for Students to print Name on Test Booklet** are repeated for each content area test.

The **Instructions to Read Aloud the Test Directions to Students** are grade specific where by students in grades 12 and Adult are given only multiple-choice questions.

The **Instructions for a Monitored Rest-Break given to Students** can be one of two options: as a monitored rest-break given to students as a group between parts of the test; or as a monitored rest-break given to students on an individual as needed basis during the test. "GO TO" instructions are provided for each option.

Check with your Test Coordinator to select the monitored rest-break option.

Instructions for Students to print Name on Test Booklet

Instructions for Classroom Test Administrator

Make sure that all students are seated and quiet, with desks clear of all materials except for their No. 2 pencils and answer document.

Ensure that each student has an answer document with either their Student Pre-ID Label affixed or their demographic information filled in by hand.

Distribute the test booklets.

Write the School Name and District Name in an area visible to all students.

Read Aloud Instructions to Students

Do not open your test booklet.

Print your FIRST and LAST NAME on the front cover of your test booklet. Print your SCHOOL NAME and DISTRICT NAME.

Instructions for Test Administrator

Answer any questions the students may have.

Check that each student has printed his/her name, school, and district on the front cover of their test booklet.

GO TO **"Instructions to Read Aloud the Test Directions to Students."**

Instructions to Read Aloud the Test Directions to Students

Instructions for Test Administrator

The test you are about to administer has two parts. Most students should take approximately 60 minutes to complete an individual part.

Make sure that all students are seated and quiet, with desks clear of all materials except for their No. 2 pencils, answer document, test booklet, and permissible test materials.

During testing, students may not access personal materials/belongings.

A student is not allowed to use a calculator or any other electronic device unless specified in the student's IEP or Section 504 plan.

Read Aloud Instructions to Students

Clear all materials from your desk except for those provided for the test.

*At **NO** time are you allowed to use personal materials or belongings during the test.*

You may not use a calculator or any other electronic device unless you have an IEP or Section 504 Accommodation that allows it.

Do not open your test booklet until you are told to do so. The test is divided into two parts. You will have plenty of time to complete each part of the test.

Do you have any questions?

Instructions for Test Administrator

Answer any questions the students may have.

Be sure to see the Instructions for Test Administrator at the end of this section.

Read Aloud Instructions to Students in Grades 12 and Adult

Open your test booklet to the page with the Test Directions.

Listen carefully as I read the directions for the test.

This test booklet contains questions for you to answer. Do not mark or write your answers in the test booklet. Mark or write your answers on the answer document. Use a No. 2 pencil to fill in the appropriate bubble to record your answers.

*The questions in the test booklet are all **multiple-choice**.*

Multiple-Choice: *For each question you will be given four answer choices—A, B, C, and D. You are to choose the correct answer from the four choices. Each question has only one right answer. After you have chosen the correct answer to a question, find the question number on your answer document and completely fill in the bubble for the answer you chose. Be sure the question number on the answer document matches the question number in the test booklet.*

If you decide to change an answer to a question, erase the wrong mark completely before filling in the bubble of the new answer. Be sure you have only one answer marked for each question. If two bubbles are filled in for the same question, that question will be scored as incorrect.

If you are having difficulty answering a question, skip the question and come back to it later. Make sure you skip the bubble for the question on your answer document.

You may make notes in your test booklet, but you must mark or write your final answer on your answer document. Do not make any stray or unnecessary marks on your answer document.

Let's work through a sample question together to be sure that you understand the directions.

Read the Sample Question on Page 1 of the Test Booklet, then locate Sample A in your Answer Document and fill in the bubble for the answer that you choose.

Sample Question: What is the capital of Nevada?

Correct Answer: B Carson City

Do you have any questions?

Instructions for Test Administrator

Answer any questions the students may have.

GO TO **"Instructions for a Monitored Rest-Break given to Students."**

Instructions for a Monitored Rest-Break given to Students

Instructions for Test Administrator

There are two parts to each content area test.

A monitored rest-break is a break in which students are not allowed to discuss the test.

Select your monitored rest-break instructions:

- **GO TO “Read Aloud Instructions to Students given a Monitored Rest-Break as a group between parts of the test”; or**
- **GO TO “Read Aloud Instructions to Students given a Monitored Rest-Break on an individual and as needed basis during the test.”**

Consult your school's test security plan to determine how to handle a student who needs/requests additional time to complete a part of the test. Let these students know what they will be doing and direct them to do it.

Be sure to see the Instructions for Test Administrator at the end of this section.

Read Aloud Instructions to Students given a Monitored Rest-Break as a group between parts of the test

*In your test booklet, turn the page to **Part 1**.*

*For **Part 1**, the school has scheduled approximately 60 minutes during which your progress will be monitored. You will be told when the regular testing period is about to end. At the end of **Part 1**, you stop at the STOP sign.*

As long as you are working productively, you will be given time to finish the test.

*If you finish **Part 1** early, you may go back and check your answers in this part only. DO NOT go on to **Part 2**.*

If you notice anything wrong with your test booklet during the test, please raise your hand.

*You may now start **Part 1** of the test.*

There are 15 minutes left before the end of the testing period.

The testing period has now ended. Please put your pencil down. Place your answer document inside your test booklet and close your test booklet. If you need more time to finish this part of the test, raise your hand. Those of you who need more time will (insert school test security plan here).

Part 2 of the test is to be taken immediately following **Part 1**, for those of you who have finished **Part 1**, you are allowed a minimum 10-minute monitored break before continuing.

*For **Part 2**, the scheduled testing period is 60 minutes.*

As long you are working productively, you will be given time to finish the test.

*If you finish **Part 2** early, you may go back and check your answers in this part only. DO NOT go back to **Part 1**.*

If you notice anything wrong with your test booklet during the test, please raise your hand.

*If you complete **Part 2**, have checked over your work and would like to read, raise your hand and I will collect your test materials. After I have collected your test materials, you may read any materials you have brought with you, but you may not talk or disturb others.*

*You may now start **Part 2** of the test.*

There are 15 minutes left before the end of the testing period.

The testing period has now ended. Please put your pencil down. Place your answer document inside your test booklet and close your test booklet. If you need more time to finish this part of the test, raise your hand. Those of you who need more time will (insert school test security plan here).

Read Aloud Instructions to Students given a Monitored Rest-Break on an individual and as needed basis during the test

*In your test booklet, turn the page to **Part 1**. **Part 2** will follow.*

*When you finish **Part 1**, proceed on to **Part 2**, and when you finish **Part 2**, stop at the STOP sign.*

The school has scheduled approximately 120 minutes during which your progress will be monitored. You will be told when the regular testing period is about to end.

As long as you are working productively, you will be given time to finish the test.

If you notice anything wrong with your test booklet, please raise your hand.

If you finish early, you may go back and check your answers.

*If both **Part 1** and **Part 2** are complete and you have checked over your work and would like to read, raise your hand and I will collect your test materials. After I have collected your test materials, you may read any materials you have brought with you, but you may not talk or disturb others.*

You may now start.

There are 15 minutes left before the end of the testing period.

The testing period has now ended. Please put your pencil down. Place your answer document inside your test booklet and close your test booklet. If you need more time to finish the test, raise your hand. Those of you who need more time will (insert school plan here).

Instructions for Test Administrator

Do not excuse students who need additional time.

Students, including students testing with accommodations, may not return to a part of the test once they have had an unsupervised break.

Consult your school's test security plan to determine how to handle a student who needs/requests additional time to complete the test. Let these students know what they will be doing and direct them to do it.

Read Aloud Instructions to Students

For those of you who have now finished taking the test, please look over your answer document to be sure of the following:

- *There are no stray pencil marks on the answer document.*
 - *All bubbles are filled in completely and sufficiently darkened in pencil.*
 - *All erasures are complete.*
 - *All sections have been bubbled appropriately (if applicable).*
-

Instructions for Test Administrator

Immediately following the end of the scheduled testing period for the content area test, collect all answer documents, test booklets, and scratch paper from the students who are finished.

If you have completed testing for the day, return all testing materials to your School Test Coordinator.

**Thank you for your cooperation in this administration
of the HSPE Retest**